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**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services - Hawaii Public Housing Authority (HPHA)
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 9/3 - 5/13

2. After-the-Fact: ☒ Yes ☐ No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Raw sewage from a sewer line, serving the state public housing property known as Puahala Homes, that was under repair was clogged and overflowing causing a health and safety hazard. The sewer line was under repair where a primary and secondary sewage pump was needed to prevent raw sewage from overflowing. It was discovered that the primary pump was clogged and broken and the secondary pump was broken as well, leading to the raw sewage to overflow.

4. Vendor/Contractor/Service Provider Name:
EM3 Pumping Services, LLC5. Amount of Request:
\$ 19,738.21

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

The primary and secondary pumps were broken beyond repair and the cost to replace the pumps would be substantial. As the repair to the sewer line was almost complete whereby the need for the primary and secondary pumps would not be necessary, a decision was made to obtain emergency septic pumping and waste water removal services on a 24-hour basis to prevent the raw sewage from overflowing and creating a health and safety hazard.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

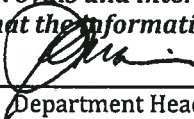
The HPHA contacted the following companies and selected the company who could immediately arrive onsite to mitigate the problem: 1) EM3 Pumping Services, 2) Aqua Pumping, LLC; and 3) Oahu Cesspool and Septic Pumping, LLC. EM3 Pumping Services, LLC was the only company who was available, would provide 24-hour service and did not require payment upfront.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
*Rick Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@hawaii.gov
Sahar Ibrahim	DHS/HPHA	832-5987	sahar.m.ibrahim@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.



Department Head Signature

JUL 16 2014

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

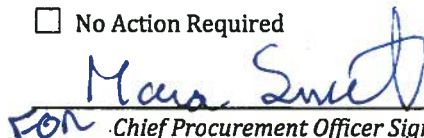
Approval is granted based on the department's determination that the septic pumping and waste water removal services were required to prevent the raw sewage from overflowing and creating a health and safety hazard. Pursuant to HRS section 103D-310 (c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to be compliant in the Hawaii Compliance Express) for all contracts awarded, and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kvein.s.takaesu@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


FOR Chief Procurement Officer Signature

8/13/14
Date